



RFP NO. 0906-10-PBP
PEDESTRIAN & BICYCLE PLAN

November 6, 2009

ADDENDUM #3

TO: All Prospective Offerors

REFERENCE: RFP 0906-10-PBP

QUESTIONS AND ANSWERS

Q1. Item 8 on page 7 of the RFP it states that we must include:

"A current Dunn and Bradstreet 'Business Information Report' or other equivalent independent study which includes an in-depth analysis of the offeror's financial position, business overview, products and services, history, executives, etc."

Will a current Federal Acquisition Regulation (FAR) Audit suffice?

A1. YES.

Q2. Page 7 of the RFP – Under Specific Requirements, Section 7. VDOT Requirements:

The RFP states to See Section XIII for VDOT Mandatory Provisions and Forms. Section XIII for VDOT Mandatory Provisions and Forms starts on Page 33. In states to furnish three copies of current GSA Forms 254 for each firm and a GSA Form 255. Is this required since there is no DBE requirement on this contract?

If the answer is no, what forms do you want to see completed for this Section 7. VDOT Requirements

A2. The forms are not required at this time for VDOT but there may be additional information/forms a company would have to submit to DOL if awarded a contract.

Offeror's should show their efforts in using DBEs absent a goal dictated to them. VDOT needs to know who's is on a firm's team including the firm data sheet which lists all firms they solicited.

Q3. Addendum # 2 says

"Q2. Item 2 on page 33 states that we must "furnish three copies of current GSA Forms 254), would you like us to only submit 3? Or would you prefer one form in each of the 7 copies and one PDF of the proposal?"

A2. One form in each of the 7 copies and one PDF should be submitted."

Do we need to submit additional 3 copies of GSA Forms?

A3. No. One form in each of the 7 copies and one PDF will suffice.

Q4. Page 34 of RFP (No. 5) refers to attached Consultant Score Sheet. Is this reference to the proposal evaluation in page 9? If not please direct me.

A4. Please delete the following sentence (page 34; paragraph 5, 2nd sentence):

“It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission.”

The evaluation criteria are listed on Page 9, Section IX.

Q5. Similar to the question addressed in addendum #2 for the Falls Church Pedestrian and Bicycle Plan, Section 5 of the proposal as stated on page 7 of the RFP describes the information about each firm’s experience that is to be included in the proposal. Item 7: VDOT Requirements instructs that we are to use the 255 form (Section XIII item 5) to describe our team’s experience in 10 pages. Does the request for experience in the 255 form override the firm’s experience in the Section 5 of the proposal?

A5. The information should be the same. As stated in Addendum #2, the City will accept resumes and other information in the 255 format to reduce duplication of data.

All other terms and conditions remain the same. This Addendum is acknowledged and considered a part of the request for proposal:

Name of Firm

Signature

Date

ONE SIGNED COPY OF ADDENDUM MUST BE RETURNED WITH PROPOSAL